

**MASCOUTAH PUBLIC LIBRARY**  
**MEETING OF THE BOARD OF TRUSTEES**  
**JANUARY 18, 2011**

The Board of Trustees of the Mascoutah Public Library held its regular meeting at the library on January 18, 2011 at 7:00 p.m.

Trustees present were Nancy Larson, Judy Dietz, Roger Grodeon, Wayne Wilhelm, Suzy Friederich, Anne Schorr, Linda Tribout and Merly Friedland; absent was Frank Bandre. Also present was Library Director Marian Albers.

President Nancy Larson presided and Merly Friedland recorded the minutes.

No public comments were heard or submitted, and there were no additions to the agenda. The minutes of the last Board meeting held on November 16, 2010 were approved as written. The Board also confirmed its' approval of the following action, having been given either by electronic mail or by telephone, since the last meeting: ***December 15, 2010 – approved the purchase of a new rooftop unit for \$6,661.00 from the Mascoutah Heating and Cooling.***

**Financial Report:** Marian presented the Balance Sheet as of December 31, 2010 and the Statements of Income & Expenses for the month of December, 2010 and the eighth-month period from May 1, 2010 to December 31, 2010. The per capita grant of \$6,883 came in December. To date, we have actually received \$263,349 in property tax monies, representing 99.11% of anticipated receipts of \$265,719 for the current fiscal year. We are unlikely to receive further property tax monies and other tax-related revenues by the end of the fiscal year. The library continues to be in a sound cash position.

The above financial statements, as well as the statements for November, 2010, previously submitted to the Board by mail or e-mail, were approved and ordered filed for audit.

**Finance Committee Report:** On behalf of the Committee, Anne presented, and recommended for Board approval, a Proposed Budget for FY 2011-2012 in the amount of \$322,870. Marian explained in detail the various line items in the Proposed Budget. She also pointed out the changes from last year's budget, which were appropriately made to deal with anticipated changes in the incoming fiscal year. Factors contributing to these changes include the effects of the Systems Merger, change in delivery methods, and expansion of library programs and services. After review and discussion of the budget proposal, the following action was taken:

***Upon a motion made by Roger, seconded by Judy, the Board unanimously accepted the foregoing stated recommendation of the Finance Committee and approved the Proposed Budget for FY2011-2012 in the amount of \$322,870.***

**Personnel Committee Report:** On behalf of the Committee, Nancy presented, and recommended for Board approval, a proposed schedule of salary increases for the Library Staff. The presentation included a review of the salary brackets at every staff level, as well as the salaries currently being paid. Marian reported on the individual performances of our staff, which were all rated highly satisfactory. We have a very efficient staff, capable of meeting the challenges of a merged library

system that is nearing completion. The Board expressed its deep appreciation for the day-to-day performance of the Director, all of which have led to high visibility and increased

**Personnel Committee Report-Continued:**

patronage of the library. Marian's active participation in community affairs truly makes her a strong and tireless advocate for the library.

The Board then reviewed the proposed salary increases and decided to make one change, and that is to change the rate of increase for the Director. *Upon a motion made by Suzy, seconded by Anne, the Board unanimously approved a salary increase of 3.2% for the Director.*

*Further, upon a motion made by Suzy, seconded by Roger, the Board unanimously accepted the recommendation of the Personnel Committee and approved the proposed staff salary increases, with the above stated change for the Director. The Board directed that the approved FY2011-2012 be amended to reflect a correct salary increase for the Director.*

**Director's Report:** Please refer to the Director's written report for December, 2010, with details on circulation statistics, interlibrary loans, and non-resident registrations. The report included comments and updates on: 1) Rooftop heating unit 2) Finance Committee and Personnel Committee meetings 3) High School Study Night 4) Library System Merger 5) Shawnee Library System Board meeting 6) Lawn Care 7) Director's/Staff meetings and events, and 8) Meeting and Study Room Use.


Circulation statistics going well. Overdrive is being received with great interest and enthusiasm, not only by our patrons but also by other libraries. A nicely written article on the subject came out recently. This new service has attracted many non-residents to our library as well. Marian advised them to register at their local libraries so that Overdrive could be made available to them.

Marian informed the Board that she would like to have the lawn treated this year, a service that was dispensed with last year due to prohibitive cost. After checking around, Marian received a bid for \$220 from Turfgator LLC of Lebanon, which she found cheap and reasonable compared to what we used to pay. The bid offers 7 treatments during the year. *Upon a motion made by Suzy, seconded by Judy, the Board unanimously approved the foregoing described bid.*

**Unfinished Business:** None

**New Business:** 1) The Board noted the participation of the Staff in decorating the Santa Hut during the holidays. 2) The brother of our staff member, Renee Hobbs, passed away. Marian was requested to make a cash donation to the MDA, on behalf of the library. 3) Marian updated the Board on recent interactions with some of our patrons. We have been able to handle peacefully every behavioral problem that comes up every once in a while.

**Adjournment:** There being no further business, President Nancy declared the meeting adjourned at 7:51 p.m. The next Board Meeting will be held on March 15, 2011.

  
Merly T. Friedland  
Secretary